

Sanitized Copy Approved for Release 2011/03/25 : CIA-RDP88G00186R000100010030-1

EO/ODA

Ed- *Ben*

See paperclip
for couple of
suggestions for
convening
committees.



SSA/ODA

STAT

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

CIA Committes

FROM

DA Planning Officer

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/DDA

12 MAR 1985

[Signature]

As you can see from the attached memoranda and notes, the DCI is asking that a review be made to eliminate needless Agency committees and to improve management of the others. The DDA has requested that each DA Office "pony up 3-5 committees." I've also attached a November 1983 list of Standing Committees for the DA for reference.

2. D/OC

3. D/OF

616 Key Bldg.

4. D/OIT

2D00 HQS

5. D/OIS

1206 Ames Bldg.

Please provide me your contribution to the above by 21 March 1985.

6. D/OL

Thanks,

7. D/OMS

1D4054 HQS

8. D/OP

6N20

9. D/OS

6S03

of the ones that I am familiar with I believe they serve a useful purpose

Believe some could be combined and noted at the

10. D/OTE

1026 C of C

11. C/SSA

7D18 HQS

R

12. C/CMS

7D18 HQS

13.

14.

15.

Any suggestions?

Ed,

I think we
should have each
office pony up 3-5
committees regardless
of how insignificant.
(maybe we should form
some & then disband)

STAT

5 MAR 1965

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. Taylor
Executive Director

SUBJECT: CIA Committees

1. Prompted by a memorandum from the President regarding reform of Federal advisory committees, the DCI asked me recently to revisit the subject of Agency committees which was explored in some depth a little over a year ago. The attached papers will give you the flavor of my exchange with the DCI on this subject. It is clear that the DCI wishes to be responsive to the spirit of the President's memorandum, although he understands that we are technically exempt from its provisions.

2. I've reviewed the earlier descriptions of Agency committees, the DCI's comments on them, and the follow-up material submitted for his consideration. As a result, I've identified a few committees or panels which I suggest we recommend to the DCI be abolished unless you argue otherwise. I'm quite willing to be guided by your judgment. Those in which you have had some interest are:

- o the Interdirectorate Planning Group which existed to coordinate long-range planning at the Agency level; and
- o the Emergency Planning Panel chaired by the CIA Emergency Coordinator whose duties will be absorbed by the Office of Current Production and Analytic Support in the DI and the Policy Coordination Staff in the DO.

3. In addition to your comments on the above committees, I solicit your thoughts regarding any other changes needed in the structure or scope of the remaining committees or panels under your cognizance. I've asked the other deputies to comment separately on similar matters under their purview. I will base my reply to the DCI on the guidance I receive from all of you in these matters.

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✓ James H. Taylor

Attachments

25X1

CONFIDENTIAL

35- 147 2

Executive Director

NOTE FOR: DCI

VIA : DDCI

SUBJECT : Reform of Federal Advisory Committees

I have your note on looking at all of our various advisory committees. I have just reviewed about 9 inches of paper, which you saw about 13 months ago in response to your request. My admittedly superficial examination suggests that you agreed last year that most of the committees we do have in existence serve some worthwhile purpose. I obviously will do anything you want, but I do not recommend examining this problem again so soon after our last review.

James H. Taylor

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Last time I was overwhelmed by the paper - It should not take long to look at what they do & decide what they are worth in relation to what we put into them

STAT

Executive Registry
85- 247/1


8 February 1985

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff

FROM: Director of Central Intelligence

SUBJECT: Reform of Federal Advisory Committees

Although this Presidential directive may not apply to the Intelligence Community, I think we should undertake on our own the same kind of review of Agency committees.


William J. Casey

Attachment:
ER 85-247

cc: DDA

AS-	247
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THE WHITE HOUSE
WASHINGTON

January 22, 1985

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Reform of Federal Advisory Committees

Federal agencies receive outside advice, information, and assistance from some 900 advisory committees, councils, boards, and commissions. They include a total of about 20,000 members, at a combined annual cost of approximately \$74 million. About two-thirds are established by statute.

A recent analysis found that 284 advisory committees reported no significant accomplishments during the last reporting period, and of these, 161 reported no activity whatever. The study also found that in many cases agencies failed to give serious consideration to the policy recommendations of committees.

It is evident that many advisory committees are not serving a useful purpose, and should be eliminated. It is also obvious that valuable committees are not receiving proper support and attention from agency leadership. Elimination of needless committees and improved management of the remainder will result in increased committee credibility and better advice and information at lower cost to the government.

Therefore, you should undertake a thorough review of your agency's committees and achieve the following objectives:

1. Assure that all committees are effectively managed, that they are provided adequate policy guidance, that recommendations are evaluated, and cost savings achieved wherever possible.
2. Eliminate all committees not producing significant results, or whose advice is no longer needed by the government. Legislation would be required to abolish committees established by statute.

The Office of Management and Budget and the General Services Administration will assist you in this effort and will report overall progress, consistent with the annual review required by the Federal Advisory Committee Act.

In the interest of good management, I urge your continued attention to this matter.

Ronald Reagan

FEDERAL ADVISORY COMMITTEE ACT

[86 Stat. 770, P.L. 92-463, October 6, 1972, 5 U.S.C.A., App. 1, p. 71]

§ Section 4. Applicability; restrictions.

(a) The provisions of this Act or of any rule, order, or regulation promulgated under this Act shall apply to each advisory committee except to the extent that any Act of Congress establishing any such advisory committee specifically provides otherwise.

(b) Nothing in this Act shall be construed to apply to any advisory committee established or utilized by—

(1) the Central Intelligence Agency; or

(2) the Federal Reserve System.

(c) Nothing in this Act shall be construed to apply to any local civic group whose primary function is that of rendering a public service with respect to a Federal program, or any State or local committee, council, board, commission, or similar group established to advise or make recommendations to State or local officials or agencies.

19 February 1982

VII-35

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

List of Standing Committees for the Directorate of Administration

FROM:

EU/DDA

EXTENSION

NO.

DDA 83-4767

DATE

3 November 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/EXDIR
7D-55 Hqs.

2.

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12.

13.

14.

15.

1 - The attached listing is forwarded per your request.

2 + 3

This is what we submitted based on request
for us.

ILLEGIB

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ILLEGIB

33

Agency Contract Review Board

Headquarters Claims Review Board

Headquarters Survey Review Board

Clinical Review Board

Board of Medical Examiners

Immunization Committee

Personnel Management Advisory Board

Applicant Review Panel

Overseas Candidate Review Panel

Personnel Evaluation Board

CIA Retirement Board

Voluntary Investment Plan Board of Trustees

Agency Overpayment Review Board

Administrative Allowance Committee

Allowance Policy Committee

Travel Policy Committee

Employee Activity Association Board

Educational Aid Fund Board

Government Employees Health Association Board

Public Service Aid Society Committee

Honor and Merit Awards Board

Suggestion and Achievement Awards Committee

Intelligence Community Awards Review Panel

Recruitment Advertising Committee

Agency Board of Review

could they be combined

combined ?

Financial Disclosure Review Board

Information Review Committee

Training Selection Board

Curriculum Committee

Computer Security Working Group of the Information Systems Board

Technical Surveillance Countermeasures Subcommittee

Personnel Security Subcommittee of SECOM

Industrial Review Panel

SECRET

Office of Personnel

Personnel Management Advisory Board (PMAB) - The DDCI approved the establishment of the Personnel Management Advisory Board in December 1979. The Board consists of senior representatives from each of the Career Services whose responsibilities are to discuss proposed solutions to personnel management problems of Agency concern and to act as an advisory body to the Director of Personnel, Executive Committee, and the DDCI in the development of personnel management policy. Its goal is to bring about more uniformity and better coordination to personnel management within the Agency.

Applicant Review Panel (ARP) - This Panel is responsible for advising the Director of Personnel as to the acceptability of applicants for employment with the Agency.

Overseas Candidate Review Panel (OCR) - This Panel evaluates the suitability of an Agency employee for overseas assignment and makes an appropriate recommendation on the case to the Director of Personnel. [redacted]

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Personnel Evaluation Board (PEB) - This Board is responsible for evaluating suitability problems relating to current Agency employees and recommends appropriate corrective action to resolve the problem.

CIA Retirement Board - Assists and advises the Director of Personnel in the administration of the Central Intelligence Agency Retirement and Disability System.

Voluntary Investment Plan Board of Trustees - Selects investment media and continuously appraises performance of the Income and Growth Funds.

Agency Overpayment Review Board - Reviews employee requests for waiver of overpayment to them.

Administrative Allowance Committee - Establishes policy and monitors quarters, education, equalization, TLA/SPA, transportation and storage for Agency [redacted] officers. [redacted]

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Allowance Policy Committee - Established to review and develop allowances and allowance policy for all Agency personnel.

Travel Policy Committee - Reviews and develops travel policies for all Agency personnel.

Employee Activity Association Board - Establishes general policy and takes appropriate action as necessary to effectively operate an employee recreational program consistent with operational and security requirements of the CIA.

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Educational Aid Fund Board - Establishes policy concerning educational assistance for dependents of Agency employees and retirees. Monitors Association funds and investments. Appoints a selection committee of Agency employees to determine those applicants for financial assistance who are to be given grants and loans.

Government Employees Health Association Board - Establishes policy and is responsible for the proper administrative and management of the affairs of the Association consistent with the operational and security requirements of the CIA.

Public Service Aid Society Committee - Governs the affairs of the Society to include establishing policy for loan eligibility, monitoring of funds and these investments, and appointing an Executive Committee from their number to make decisions regarding individual request for financial assistance.

Honor and Merit Awards Board - Develops standards and criteria governing honor, merit and service awards. Reviews award nominations and makes recommendations to the approving authorities.

Suggestion and Achievement Awards Committee - Develops standards and criteria for suggestion, special achievement, and exceptional accomplishment awards. Reviews award nominations and makes recommendations to approving authorities.

Intelligence Community Awards Review Panel - Reviews Intelligence Community awards and makes recommendations to the NFIB and NFIC principals for final review.

Recruitment Advertising Committee - The Committee reviews all proposed recruitment advertising to ensure that it meets Federal Personnel Manual guidelines, that it discloses nothing classified and correctly portrays the image of the Agency.

SECRET

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Next 3 Page(s) In Document Denied